

15 DEC 1968

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13 December 1968

Vince,

Sometime ago you mentioned that you had been considering some changes in your reporting from the Records Center. We haven't talked about this lately but I gather you haven't taken any action to make changes. Before you do we should talk about it some. I am sure it is necessary for [REDACTED] to keep detailed statistics for his own use and for occasional reference by you and me but as a regular thing I find the narrative supplement much more useful and informative than the statistical summary.

25X1A9a

The column showing "establishment to date," for example, is meaningless to me as a monthly figure. The column showing "fiscal year to date" would be more useful, I think, if we had some way of showing comparable figures for the previous year and perhaps the year before that. The column showing "reporting period" would perhaps be more useful if we had some way of showing the same figures for the previous month and possibly for a comparable period during the previous year and the year before that.

Perhaps we should make some effort to be selective of items from among the 33 shown on the current summary. This is difficult because I am not sure that the items I might choose as interesting and significant this month would be the same as the ones I might choose next month or might have chosen last month but not all of them are of interest or significant every month. For example, items 4, 8, 12 and 16 seem to me to be non-significant. I assume that for the most part this is a temporary movement of records from one location to another and we can expect to get most of it back. Again this may be very useful to [REDACTED] but it doesn't mean much to me. I wonder if it might not be more useful to show what part of the records accession (items 2, 6, 10 and 14) are simply returns of records previously transferred and how much has been received for the first time.

25X1A9a

There seems to be some discrepancy between the statistical summary and the narrative summary. Paragraph 3 of the narrative talks about disposition action being taken on 889 cubic feet, yet I am unable to find any combination of numbers on the statistical summary which add up to that figure. Disposition in the narrative includes destruction and transfer while the statistical summary treats those actions separately, but I still have been unable to find a right combination of numbers to come up with the 889 total.

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You might think about this overall and lets talk about it some time.

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Attachment
A&RC November Report

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT